



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of State Superintendent of Schools Special Staff Atlanta, Georgia	Application Number 81-156	
Application Number		Date Received MAR 2 1981	Date Completed MAR 11 1981
2. Person to Contact Mary Jean Turner		Working Title Principal Secretary	Telephone Number 656-2800
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1977 Latest To Date		5. Records Series Title (followed by title used in office, if different) Legislative Liaison General Administrative Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department of Education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Performing routine day-to-day administrative aspects of the legislative liaison function of the Special Staff. Included are: But not limited to, Bootstrap Meeting files-meetings held three (3) times a year to provide information to and receive feedback from the local school superintendents; information on entering school age; professional organizations; White paper on Dues Checkoff; correspondence with the Office of Planning and Budget; correspondence with the State Board of Education; correspondence with the Governor's Office; correspondence with the General Public; information on private schools; copies of court decisions; copies of Attorney General's opinions; copies of miscellaneous statistical information; copies of departmental organizational charts; reference copies of State Board of Education Policies; and copies of teacher salary schedules. File is arranged: Chronologically by calendar year; thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2/25/81	Walker L. Baumgardner	2-25-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-11-81
		Secretary of State/Designee	3-11-81
		Attorney General/Designee	3-11-81